

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**January 24, 2008**

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<b>TITLE:</b>	MMIS Operations Manager
<b>POSITION NO:</b>	74031
<b>LOCATION:</b>	Director's Office, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$39,036 - \$48,794 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, February 7, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** Resume required at time of application. This position is a modified position. The department will request the position to become permanent during the 2009 Legislative Session.

**TYPICAL DUTIES:** This position will work in coordination with an existing position to effectively develop, implement, and manage the Medicaid Management Information System (MMIS) and relevant subsystems. The MMIS processes over 7.5 million claims and reimburses Medicaid, Mental Health Services Plan (MHSP), and Children's Health Insurance Plan (CHIP) providers over \$950 million annually. The management of MMIS is critical to ensure the system processes claims in a timely and accurate manner. In addition, this position must be knowledgeable of the overall Medicaid programs and federal changes to ensure the ongoing compliance of the system with state/federal regulations.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of information systems development; contract management; computer data management and data network systems; and reimbursement methodologies for department programs.

Skills: Skill in effective oral and written communication; utilizing analytical techniques; applying mathematics, economics, and principles of accounting; time management; and organizing, prioritizing, and accomplishing projects.

Abilities: Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to a problem; work independently and competently to interpret state and federal laws, rules, and regulations to specific programs or projects being worked on; build consensus within groups on controversial issues but also enforce standards when appropriate; establish and maintain effective working relationships with department staff, federal/state/local agencies, consumers, medical providers, and recipients, contractors, legislators, and the media; and manage and complete multiple projects and priorities within highly constrained time limits and in highly stressful situations.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in business/public administration, accounting, or health related field **AND** five years of professional experience managing complex projects or programs **OR** Master's degree in same fields as above **AND** three years experience (same as above). Other equivalent combinations of education and experience may be considered. Medicaid experience is preferred, as is information system contract management and/or computer systems analyst experience.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be submitted at time of interview;**
4. Resume required at time of application; and
5. Supplement question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: MMIS Operations Manager  
Position: #74031  
Location: Director's Office, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe how your education and employment experience qualifies you for this position. **Please limit your response to no more than two pages.**